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3 April 1957

SUPPLY DIVISION INSTRUCTION  
NUMBER 15-2

## ORGANIZATION AND MANPOWER

## REDELEGATION OF AUTHORITY TO SUPPLY DIVISION OFFICIALS

REFERENCE: LI 1-200-4, dated 19 March 1957

## 1. GENERAL

a. Referenced Logistic Instruction contains delegations of authority to Chief, Supply Division, and provides for redelegation by Chief, Supply Division to other Supply Division Officials within certain limitations. The purpose of this Instruction is to redelegate certain authorities to Supply Division Officials within the limitations of assigned functions and delegated authorities.

## 2. REDELEGATION OF AUTHORITY

## a. Chief, Supply Operations Branch

(1) Approve stock replenishment requisitions not exceeding \$50,000 per requisition. Further redelegation may be made to an extent not exceeding \$10,000 per requisition. Splitting of requisitions to avoid monetary limitations is not authorized.

(2) Approve Reports of Inventory Adjustment when adjustments are occasioned by changes in nomenclature, price, stock number, assembly or disassembly of components, or other such administrative actions. Reports involving overages, shortages, or condition changes of materiel will be forwarded, with appropriate recommendation, to Chief, Supply Division. This authority shall not be redelegated.

(3) Certify for Agency payment the receipt of materiel and services from commercial vendors and other Government agencies [redacted]

(4) Approve service and repair requisitions which, in the judgment of the Chief, Supply Operations Branch, or his designee, meet the required standards of economy and other established criteria.

(5) Approve requisitions involving transfer of materiel between depots (redistribution of assets).

(6) APPROVE REQUISITIONS for EXECUTIVE FURNITURE submitted in accordance with [redacted]

(1) Certify the receipt of materiel and services for the Agency when furnished by vendors or other Government agencies direct to the Depot. This responsibility may be further delegated to appropriate supervisory personnel handling these functions.

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(2) Make expenditures for miscellaneous supplies and services from petty cash available to the Depot but with the following limitations:

(a) Each line item of supplies not to exceed \$5.00.

(b) Monthly expenditures not to exceed \$50.00.

c. Chief, [ ]

(1) Certify the receipt of materiel and services for the Agency when furnished by vendors or other Government agencies to the Station.

(2) Make expenditures, as required, for miscellaneous supplies and services from the personal advance in use at the Station, except that such disbursements will not exceed \$500.00 per month.

d. Chief, [ ] Depots

(1) Procure supplies and equipment for Depot operations through the nearest [ ] within the availability of funds, and with the following limitations:

(a) Each line item not to exceed \$50.00 for non-expendable items.

(b) Total requisitions not to exceed \$500.00 for non-expendable items.

(2) Secure repair services for office machines and equipment through the nearest [ ] not to exceed \$1,000.00 per work order.

(3) Secure minor construction and alteration services through the nearest [ ] not to exceed \$100.00 per work order.

(4) Make expenditures for supplies and services from the petty cash fund available to the Depot, with the following limitations:

(a) Monthly expenditures not to exceed \$750.00.

(b) Each line item of supplies not to exceed \$25.00.

(5) Certify the receipt of materiel and services for the Agency when furnished by vendors or other Government agencies direct to the Depot.

[ ]

CHIEF, SUPPLY DIVISION

DISTRIBUTION: DX

Approved For Release 2002/07/12 : CIA-RDP79-00065A000200040004-1

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OL/SD/ [ ] (25 March 1957)

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15 APR 1957

SUPPLY DIVISION INSTRUCTION  
NUMBER 15-2  
AMENDMENT NO. 1

ORGANIZATION AND MANPOWER

DELEGATION OF AUTHORITY TO SUPPLY DIVISION OFFICIALS

1. Paragraph 2e of basic instruction is amended to add the following authority:

(6) Approve requisitions for executive furniture submitted in accordance with 3 [Redacted]

2. This amendment should be attached to the basic instruction. Reference to this amendment may be annotated on the face of SDI 15-2.

[Redacted]

CHIEF, SUPPLY DIVISION

DISTRIBUTION: 1X

OL/AD/AFM [Redacted] (12 April 1957)

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INSTRUCTION NO.  
LI 1-200-4LI 1-200-4  
ORGANIZATION  
19 March 1957

SUBJECT: Delegation of Authority to the Chief, Supply Division, OL

RESCISSIONS: (1) LI 1-200-4 dated 13 August 1954  
(2) Change 1 to LI 1-200-4 dated 13 April 19551. GENERAL

This Instruction sets forth delegation of authority to the Chief and Deputy Chief, Supply Division, and provides for redelegation of authority to other Supply Division officials. Authorities contained herein are subject to such specific exceptions and analyses as may be made from time to time by the Director of Logistics.

2. DELEGATION OF AUTHORITY

The Chief, or in his absence the Deputy Chief, Supply Division is authorized to:

- a. Approve procurement of depot stocks to the extent of established requirements or stock levels within the availability of funds.
- b. Approve procurement of administrative and technical type materiel required for operation of the Supply Division, including vehicles contained in an approved TVA. This authority shall not be redelegated.
- c. Approve all requisitions for executive furniture.
- d. Review and approve requests for authority for field procurement of vehicles as provided for in [ ] paragraph 4d(1). This authority shall not be redelegated.
- e. Approve Reports of Inventory Adjustments for overages, shortages, and condition changes of materiel. Where disposition is indicated, approve of disposal. Such approval shall include either approval of the recommended method of disposition indicated on the Report or the specification of other action. The approved Report shall then constitute adequate authority for disposition by the means specified. This authority shall not be redelegated.
- f. Certify the receipt of materiel and services for the Agency when furnished by vendors or other Government agencies [ ]
- g. Procure and make expenditures for supplies, equipment, and services required for operation [ ] within the availability of funds.

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ORGANIZATION  
19 March 1957

3. REDELEGATION OF AUTHORITY

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- a. Within the limitations of assigned functions and delegated authorities, the Chief, or in his absence the Deputy Chief, Supply Division may re-delegate such authorities to other Supply Division officials, including heads of [ ] as may be necessary and advisable.
- b. Two copies of each redelegation of authority will be forwarded to the Office of Logistics Registry, and a separate copy forwarded to each Office of Logistics or Agency component concerned.

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[ ]  
JAMES A. GARRISON  
Director of Logistics

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OL/SD/SP&PS [ ]

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